

TVCCA Energy Assistance Program

Please bring the Required Documentation for **EACH** Household Member

To your appointment on _____ at _____

INCOME:

- ✓ WAGES – last four weeks consecutive pay stubs (from date of application) or a statement from employer on company letterhead confirming gross wages.
- ✓ DSS BENEFITS (Supplemental Income, SAGA and TANF) – Current document from DSS stating benefit and dollar amount. Bank statement clearly identifying Direct Deposit as a DSS benefit.
- ✓ ANNUITIES/PENSIONS – Copy of monthly check, most recent statement from investment firm or recent Bank Statement with direct deposit indicating “annuity” or “pension.
- ✓ SOCIAL SECURITY (SSD/SSI) – copy of bank statement, copy of Social Security Check, or current award notice.
- ✓ VA BENEFITS – Bank Statement, if applicable, last stub, or copy of benefit check.
- ✓ MILITARY – Previous month’s LES statement (All pay will be counted).
- ✓ INTEREST/DIVIDENDS – From savings/checking accounts, stocks, bonds, IRAs, CDs, etc. Most recent Statement from bank or investment company.
- ✓ UNEMPLOYMENT –Your benefit statement printed out from the DOL website. “Verification of Unemployment Compensation Benefits” form must also be signed.
- ✓ SELF-EMPLOYMENT – A notarized “Self-Employment Worksheet” must be completed prior to your appointment along with your most recent 1040 IRS form.
- ✓ CHILD SUPPORT – Divorce decree, court order or statement from the person paying the support stating the amount and frequency. Printout from Child Support Enforcement.
- ✓ SPOUSAL SUPPORT – Court order or statement from paying spouse.
- ✓ NO INCOME – Each household adult (18 or over) who does not work needs to sign a zero income form.

ASSETS:

- ✓ LIQUID ASSETS – Include savings accounts, IRAs, CDs, stocks, bonds, mutual funds, etc. Statements from financial institutions, investment firms. All pages of bank statement required.
- ✓ Any 401K or IRA (that cannot be accessed until the age of 59 ½) is NOT included as income or assets for this program.

OTHER DOCUMENTATION:

- ✓ Dates of birth and social security numbers for all household members. No documentation needed.
- ✓ Rent receipt (most recent lease or statement from landlord) or mortgage statement.
- ✓ Applicant must present proper identification in the form of CT State drivers’ license or picture ID.
- ✓ All applicants must bring in Groton Utilities or CL&P (entire bill-top and bottom portions). Bill must be in the name of an adult household member. If a shutoff, please bring shut off notice. For deliverable fuels, please provide the name of your vendor.